



PINCONNING AREA SCHOOL DISTRICT

ELECTION CONSOLIDATION

January 14, 2005

Cynthia A. Luczak, Bay County Clerk
515 Center Avenue, Suite 101
Bay City, MI 48708
(989) 895-4280

TABLE OF CONTENTS

	Page
School Election Consolidation Coordinating Committee.....	1
Pinconning Area Schools Election Date Resolution.....	2-3
Pinconning Area Public School Board Members & Terms.....	4
Polling Locations.....	5, 5A
Boundary Map.....	6
Election Responsibilities Performed by County Clerk.....	7
Election Responsibilities Performed by Local Clerk.....	8
Election Responsibilities Performed by School Board Secretary.....	9
Reimbursement Outline (Kent County example).....	10-12
Bay County Board of Commissioners Special Election Programming Resolution.....	13
Signatures.....	14

SCHOOL ELECTION CONSOLIDATION COORDINATING COMMITTEE PINCONNING AREA SCHOOLS

Pinconning Area School District is a K-12 public school district encompassing portions of Bay and Gladwin counties. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; Secretary to the Pinconning Area Schools and the clerks of all jurisdictions that wholly or partially fall within the Pinconning Area School District.

The following is a listing of jurisdictions that wholly or partially fall within the district:

Beaver Township (part)	Richard Charbeneau, Clerk 349 S. Garfield Road Linwood, MI 48634	989-662-7802
Fraser Township	Sally Sherman, Clerk 1474 N. Mackinaw Road Linwood, MI 48634	989-697-3820
Garfield Township	Kimberly Day, Clerk 1138 W. Erickson Road Linwood MI 48634	989-879-2552
Gibson Township (part)	Darlene Faunce, Clerk 6151 N. Carter Road Bentley, MI 48613	989-846-4030
Kawkawlin Township (part)	Michael Arnold, Clerk 1836 E. Parish Road Kawkawlin, MI 48631	989-686-8710
Mt. Forest Township	Penny Schwerin, Clerk 1705 W. Cody Estey Road Pinconning, MI 48650	989-879-7575
Pinconning Township (part)	Mary Kusterer, Clerk PO Box 58 Pinconning, MI 48650	989-879-4018
City of Pinconning	Terri Hribek, Clerk 208 Manitou, PO Box 628 Pinconning, MI 48650	989-879-2360
Bentley Township Gladwin County	Sheila Goschke 4196 Pinconning Road Rhodes, MI 48652	989-879-2119
Grim Township (part) Gladwin County	Darlene Showalter, Clerk Grim Township Clerk 6399 Bay-Gladwin Line	989-846-6058

Pinconning Area Schools (the "District").

A regular meeting of the board of education (the "Board") of the District was held in the Central Elementary multi-purpose room in the District, on the 8th day of November, 2004, at 7 o'clock in the p.m.

The meeting was called to order by Ken Foco, President.

Present: Members Keith Bock, Mike Boetefuer, Tom Boetefuer,
Wendy Bourcier, Ken Cunningham, Ken Foco,
and Gary Yaros.

Absent: Members

The following preamble and resolution were offered by Member Bock and supported by Member M Boetefuer:

WHEREAS:

The Board, pursuant to the provisions of the Consolidated Election Laws, has conducted a public hearing pursuant to published notice within the District; and

Pursuant to law, the Board desires to establish the regular election date for the District after considering comment and input received concerning the Board's tentatively proposed selection of a regular election date.

THEREFORE, BE IT RESOLVED THAT:

1. The Board does hereby approve May as the regular election date for the District on a (an) annual basis, to continue hereafter until changed pursuant to law, if permitted.
2. This resolution shall forthwith be filed with the Michigan Secretary of State in Lansing, Michigan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Bock, M Boetefuer, T Boetefuer, Bourcier, Cunningham,
Yaros, Foco.

Nays: Members

Motion declared adopted.

Wendy Bourcier
Secretary, Board of Education
Wendy Bourcier

THRUN LAW FIRM, P.C.

FILED-60.
NOV 24 9
BY
CLERK
CYNTHIA

The undersigned duly qualified and acting Secretary of the Board of Education
Pinconning Area Schools, hereby certifies that the foregoing is a true and complete co
of a resolution adopted by the Board at a regular meeting held on November 8, 2004, t
original of which resolution is a part of the board's minutes and further certifies that notice of t
meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Wendy Bourcier
Secretary, Board of Education
Wendy Bourcier

S:\USERS\SKMHP\JB\042304.r2

THRUN LAW FIRM, P.C.

Keith Bock
1806 Horn
Pinconning
Vice President 2006

Mike Boetefuer
2757 N. Seven Mile
Pinconning, MI 48650
Trustee 2007

Tom Boetefuer
1626 N. Garfield Road
Linwood, MI 48634
Trustee 2006

Wendy Bourcier
300 Clara
Linwood, MI 48634
Secretary 2007

Ken Cunningham
350 Center Drive
Pinconning, MI
Trustee 2008

Kenneth Foco
1036 W. Pinconning Road
Pinconning
President 2005

Gary Yaros
4740 N 8 Mile
Pinconning, MI
Treasurer 2008

POLLING LOCATIONS PINCONNING AREA SCHOOLS

<u>Beaver Township</u>	Beaver Township Hall, 1850 Garfield Rd., Auburn, MI
<u>Fraser Township Pct. 1</u>	Fraser Township Hall, 1474 N. Mackinaw Rd, Linwood, MI
<u>Fraser Township Pct. 2</u>	Fraser Township Hall, 1474 N. Mackinaw Rd, Linwood, MI
<u>Garfield Township</u>	Garfield Township Hall, 1138 W. Erickson, Linwood, MI
<u>Gibson Township</u>	Gibson Township Hall, 7214 N. Main St., Bentley MI
<u>Kawkawlin Township Pct2</u>	Kawkawlin Township Hall, 1800 Parish Rd, Kawkawlin MI
<u>Mt. Forest Township</u>	Mt. Forest Twp Hall, 1705 W Cody-Estey Rd, Pinconning, MI
<u>Pinconning Township</u>	Pinconning Twp Hall, 1751 E. Cody-Estey Rd, Pinconning, MI
<u>City of Pinconning</u>	Pinconning City Hall, 208 S. Manitou, Pinconning, MI
<u>Gladwin County</u>	
<u>Bentley Township</u>	Bentley Township Hall, 4013 Estey Rd., Rhodes, MI
<u>Grim Township</u>	Gibson Township Hall, 7214 N. Main St., Bentley MI

PRECINCTS

All Pinconning Area School voters will vote at their regular polling locations used for General Elections with the exception of the following:

1. Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.
2. Voters from Bentley Township shall vote at Bentley Township Hall, 4013 Estey Road, Rhodes, MI
3. Voters from Grim Township shall vote at Gibson Township Hall, 7214 N. Main, Bentley MI

Pinconning Area Schools Registered Voters by Jurisdiction

Bay County

Beaver Twp: 87

Fraser Twp: 2450

Garfield Twp: 1311

Gibson Twp: 230

Kawkawlin Twp: 512

Mt. Forest Twp: 1093

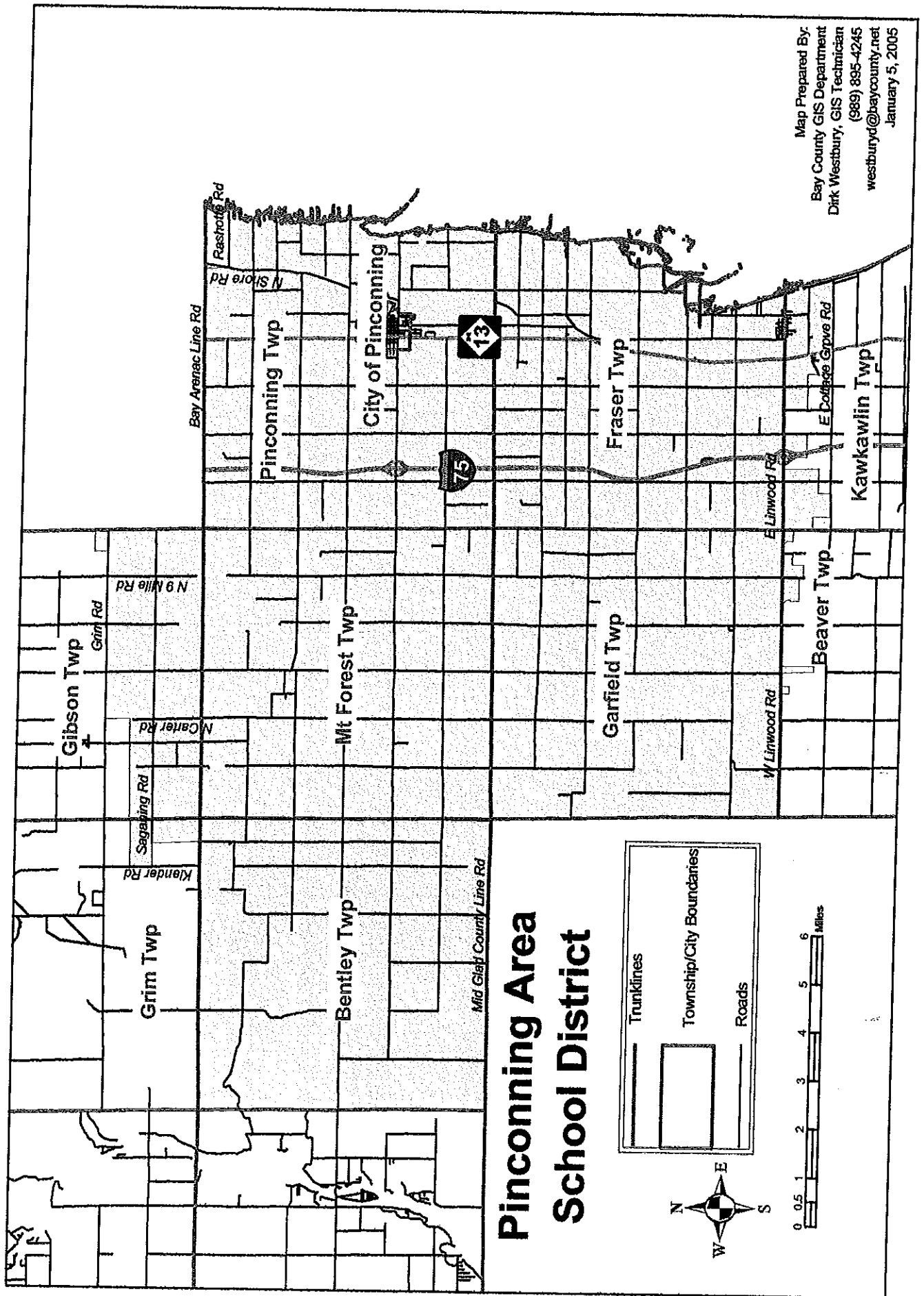
Pinconning Twp: 1822

City of Pinconning: 897

Gladwin County

Bentley Twp: 663

Grim Twp: 31



Election Responsibilities Performed by the County Clerk

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk.
- Public Notice "Close of registration" (2) and "Notices of Election" (2) in both the Bay City Times and the Pinconning Journal.
- Arrange for the programming and layout of ballots.
- Arrange for ballot printing and proofing.
- Assign coding on the ballots and test the coding.
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary precinct kits.
- Handle election day issues and "troubleshooting".
- Schedule canvass of election and provide election results to the Board of Canvassers for certification of the election.
- Compile reimbursement requests from local clerks and present to school district.
- Notifies each elected candidate of their election within five (5) days after certification of the election.
- Receives "Acceptance of Office with Oath of Office" of the elected candidates from the School Board Secretary.
- Present to the school board a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.

Election Responsibilities Performed by the Local Clerks

- Receive copies of the petitions for verification and certify candidates for the ballot to the county clerk.
- Generate and mail voter identification cards with Pinconning Area Schools to reimburse.
- Conduct school district's regular and special elections
- Provide voting equipment for the district's elections
- Public notice "Public Accuracy" test
- Perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of voted absentee ballots.
- Be available on the Saturday prior to the election in order to issue absentee ballots.
- Handle Qualified Voter File (QVF) related responsibilities (production of precinct lists and updating voter history) for jurisdictions with QVF equipment.
- Appoint Election Inspectors. Every attempt will be made to work with three inspectors per precinct. In the event of consolidation of precincts at one location, an additional inspector may be assigned as necessary. Ballot questions may warrant additional inspectors, to be determined.
- The Chairperson of the election inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Pinconning Area School Board.
- Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Pinconning Area School Board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the Pinconning Area School Board.
- Set up polling places on election day.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to county clerk.
- Store voted ballots after the election.
- Present to the county clerk a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law. Schools would appreciate submission of the expenses prior to June 30, the end of their fiscal year.
- Local clerks who have "opted in" hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All of duties required of a clerk in conducting the school election as prescribed by law.

**Election Responsibilities Performed by the Secretary of the
Pinconning Area School Board**

- Submit the agenda report to “Call the Election” or “Set the Specifics” of the ballot to include the ballot language and the names of board members for Board approval as done in the past pursuant to Thrun Law Firm, legal counsel.
- Forward ballot language to the election coordinator, if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
- Must reimburse local jurisdictions for costs associated with issuance of new voter identification cards.
- Within ten days after notification by the election coordinator of the election to a school board each member-elect must file an acceptance of office with the secretary of the school board.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate.
- Forwards original of the “Acceptance of Office with Oath of Office” to the county clerk.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.

REIMBURSEMENT OF COSTS ASSOCIATED WITH SCHOOL ELECTIONS

(Michigan Election Law: 168.315 and 168.487;
Memo from State Bureau of Elections, February 2, 2004)

1. School districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the school district.
 - If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for 100% of the costs attributable to the conduct of the school district's regular or special election.
 - If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for any added costs attributable to the conduct of the school district's regular or special election.
2. The county and local jurisdictions are required to provide the school board with a "verified account of actual costs" associated with the conduct of the school district's election no later than the 84th day after the date of the election.
3. Upon receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days.
4. The school board is required to review any disapproved costs with the county, city or township. If an agreement on the disapproved costs cannot be reached, the Secretary of State is responsible for resolving the matter.
5. County and local jurisdictions must use the cost factors and standards established by the Department of State for the administration of the presidential primary reimbursement program when preparing reimbursement requests for school elections.

EXAMPLES OF REIMBURSABLE COSTS:

1. **Precinct Inspectors** (number, rate of pay)
 - Chairpersons
 - Inspectors
 - Stand-bys/Clerks
 - Absent Voter Counting Boards
 - Training classes
 - Receiving Boards
 - Certifying Boards
 - Meals for precinct workers if normally provided
2. **Temporary Employees** (number, function, cost, length of employment)
 - Office clerical assistance to perform election functions
 - Security Guards
 - Canvassers (County or local level)
 - Vendor election-day support (software/hardware)
3. **Election Overtime or Extra Compensation Paid to Regular Employees or Officials** - if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections (hours worked, rate of pay, number)
 - 8 a.m. - 2 p.m. on the Saturday before the Election
 - Hours in excess of 8 hours on Election Day
 - Equipment set-up/preparation
4. **Postage**
 - Absent voter ballot applications
 - Absent voter ballots
 - Inspector assignment mailings
 - Pay checks mailed
5. **Voting/Tabulation Equipment**
 - Pre-election set-up costs
 - Post-election disassembly costs
 - Equipment delivery
 - Vehicle gasoline or mileage costs associated with the transportation of voting equipment.
 - Vehicle rental charges may be claimed if the vehicles are not owned by the jurisdiction.

EXAMPLES OF REIMBURSABLE COSTS (CONTINUED):

6. Polling Place Rental

- Rental charges for *private* buildings used to establish polling places

7. Janitorial Service (number of precincts, cost)

8. Publications

- Close of registration notice (2)
- Election notice (2)
- Accuracy Test notice

9. Supplies

- Ballots and/or ballot printing
- Petitions and affidavits of identity
- Poll Books
- Applications to vote
- Application binders
- Absent voter applications
- Envelopes #1, #2, #3, #4, and #5
- Green ballot case certificates
- #9 and #10 envelopes for absent voter applications
- Absent voter ballot mailing and return envelopes
- Seals (red paper seals, lead wire seals, flat metal seals)
- Write-in Statement forms
- Challenger placards
- "I Voted" labels
- Printing of letters, cards, instructions, etc.
- Mailing envelopes
- Styrofoam and punching tools
- Miscellaneous supplies (paper, pens, tape, diskettes, etc.)

10. Miscellaneous

- Travel and transportation expenses
- Equipment rentals
- Election programming costs
- Social security paid on eligible payroll wages
- Placement of signage and hooding of parking signs

NO. 95-325

RESOLUTION

10/10/95

BY: WAYS AND MEANS COMMITTEE (10/3/95)

RESOLVED By the Bay County Board of Commissioners that pursuant to the recommendation of the Bay County Clerk, the fee for programming for special elections shall be set at \$100 per precinct.

EDWARD L. RIVET, CHAIRMAN
WAYS AND MEANS COMMITTEE

ELECPROG.

Bay County Board of Commissioners 10/10/95 Session

Resolution/Motion No. 95325 Sponsored By: _____

Moved by Comm. Rivet Supported by Comm. Reder

Disposition: Adopted V Defeated _____ Withdrawn _____

Amended _____ Corrected _____ Referred _____

Voile

9 Yeas, 0 Nays

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

The County Clerk shall file a copy of this Initial Report or subsequent altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. MCL 168.305(1)

Member

Date

Cynthia A. Luczak, Bay County Clerk

Pinconning Area School Board Representative

Richard Charbeneau, Beaver Twp Clerk

Sally Sherman, Fraser Township Clerk

Kimberly Day, Garfield Township Clerk

Darlene Faunce, Gibson Township Clerk

Michael Arnold, Kawkawlin Twp Clerk

Penny Schwerin, Mt. Forest Twp Clerk

Mary Kusterer, Pinconning Twp Clerk

Terri Hribek, City of Pinconning Clerk

Sheila Goschke, Bentley Township Clerk
Gladwin County

Darlene Showalter, Grim Township Clerk
Gladwin County